

APPENDIX F

GUIDELINES FOR AVAILABLE AND/OR NON-AVAILABLE TIME WITHIN A FIXED MEDICAL AND DENTAL FACILITY

A. PURPOSE

The purpose of this section is to provide guidelines for collecting and reporting Available and Non-available time for personnel.

B. DEFINITIONS

1. **Available Time**. Hours spent in support of the healthcare mission. The benefiting Functional Cost Code (FCC) will be charged these available hours. Reported for all personnel (assigned and borrowed).
2. **Non-available Time**. Hours spent in support of functions that are not related to the healthcare mission but are necessary to meet administrative and military requirements. These functions include, but are not limited to, official leave, PCS processing, medical appointments or treatments, charge of quarters, parades, formations, and details. Reported for assigned staff only

C. GENERAL RULES

1. An individual's hours may be recorded as either "Available" or "Non-Available" but not both.
2. An individual's hours can be reported in as many benefiting FCCs as applicable for the reporting period.
3. While in travel status (TAD/TDY), an individual will report available hours to the reporting FCC.
4. Only assigned personnel will report non-available hours to the primary work center (i.e. work center where personnel assigned to billet).
5. Borrowed personnel will not report non-available hours.
6. No hours will be reported for hours spent for scheduled days off, lunch, and other breaks.

TABLE F-1**SPECIFIC RULES FOR REPORTING AVAILABLE AND NON-AVAILABLE
TIME WITHIN A FIXED MEDICAL AND DENTAL TREATMENT FACILITY**

RULE	A IF AN INDIVIDUAL IS	B AND IS	C THEN THAT PERIOD OF TIME IS CONSIDERED	D AND IS
1	On duty in the facility (including when on call at the facility, or pre-approved overtime or earned comp time for Civilians	Assigned Military or Assigned Civilian, Contractor, Volunteer, or Borrowed Military Labor	Available time	Charged to the appropriate Work Center(s)/Functional Cost Codes
2	Performing command or administrative duties in the facility (CDO, OOD, NCOD, COD, AOD, FOD, and NOD).	Assigned Military or Assigned Civilian	Available time	Charged to appropriate Functional Cost Code EBA*.
3	Perform detailed internal management control functions. (linen inventories, cash count, controlled substances inventories, destruction of classified material, etc.) in support of the MTF/DTF.	Assigned Military, Assigned Civilian	Available time	Charged to the appropriate Functional Cost Code EBB*
4	Attending medical boards or healthcare related committee meetings	Assigned Military, Assigned Civilian, Contractors, or Borrowed Military Labor	Available time	Charged to the appropriate Functional Cost Code EBC* or EBD*
5	Attending wartime readiness training or deployment training	Assigned Military	Available time	Charged to Functional Cost Code GBB*.
6	Attending professional military education (PME) type training (PLC, ANCOC, BNCOC, LMET, etc	Assigned Military or Assigned Civilian	Available time	Charged to Functional Cost Code GBA*.

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RULE	A IF AN INDIVIDUAL IS	B AND IS ASSIGNED	C THEN THAT PERIOD OF TIME IS CONSIDERED	D AND IS
7	TAD and/or TDY en route to PCS.	Assigned Military or Assigned Civilian	Available time	Charged to Functional Cost Code FDG*
8	Attending continuing education (CE), Educational/Training Board Certification exams, mission related conferences (e.g. Resource Management, Patient Administration Conferences), or professional development courses related to primary duties outside the MTF/DTF and excluding Readiness.	Assigned Military, Assigned Civilian or Borrowed Labor	Available time	Charged to Functional Cost Code FAL *
9	Attending in-house or local in- Service and other proficiency training (e.g., CPR, ATLS, ACLS), outside the assigned work center	Assigned Military, Assigned Civilian, or Borrowed Labor, Volunteers, Contractors.	Available time	Charged to Functional Cost Code FAL*
10	Attending In-service training, Proficiency training or Performing On-the-Job-Training (OJT) within the assigned work center.	Assigned Military, Assigned Civilian, or Borrowed Labor, Volunteers, Contractors.	Available time	Charged to the benefiting work center where the individual is assigned

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11	Attending locally conducted non healthcare related training (e.g. EEO, Sexual Harassment, Risk Management, Safety, etc)	Military, Assigned Civilian, or Borrowed, Volunteers, Contractors.	Available time	Charged to MEPRS Functional Cost Code FAL*
12	Conducting or supporting In-Service or other proficiency training within an assigned work center.	Assigned Military, Assigned Civilian, Contractor, Borrowed Military Labor	Available time	Charged to the benefiting work center where the individual is assigned
13	Conducting or supporting authorized in house training /educational programs including In-Service, Proficiency Training or Clinical GME / GDE programs outside of the assigned work center	Assigned Military, Assigned Civilian, Contractor, or Borrowed Military Labor	Available time	Charged to Functional Cost Code ; EBE*, EBF*, or EBI*
14	Conducting or supporting education and or training in support of another organization	Assigned Military or Assigned Civilian	Available time	Charged to the appropriate Functional Cost Code ; either FCD*, FCE*, FCF* or FCG*
15	Conducting or-Attending Peacetime Disaster Preparedness or Response Training.	Assigned Military or Assigned Civilian	Available time	Charged Functional Cost Code EBG*

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16	Conducting or Attending National Disaster Medical System Exercises.	Assigned Military or Assigned Civilian	Available time	Charged Functional Cost Code GGB*
17	Participating in organized, approved readiness physical training or testing when conducted during scheduled duty hours.	Assigned Military	Available time	Charged to Functional Cost Code GFA*
18	In official student status at assigned MTF/DTF for education and training or in-house GME/GDE (Fellows, Residents, Interns and Phase II)	Assigned Military Assigned Civilian or Borrowed Labor	Available time	Charged on a prorated basis to Functional Cost Code: FAM*, FAN*, FAO*, FAP* or FAQ* (GME/GDE Officers only) and to the benefiting work-center in accordance with fiscal guidelines. All others as appropriate charged to MEPRS code FAK*.
19	Loaned in support of other Military Health System (MHS) or non-Federal health care activities or military line organization. (e.g. another MTF/DTF, VA, External Resource Sharing, Promotion Boards or Military Courts)	Assigned Military or Assigned Civilian	Available time	Charged to appropriate Functional Cost Code FCD*, FCE*, FEF*, FCD* by the loaning facility

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20	Taking approved compensatory time, emergency leave, annual leave, terminal leave or leave without pay (LWOP)	Assigned Military or Assigned Civilian	Non-available time	Reported as “Non-Available time” to the assigned work center
21	On pass, furlough, special liberty, admin time, time off for awards, Civilians on Annual Training, participant/attendant for military-related organizational activities, (i.e., parades, formations).	Assigned Military or Assigned Civilian	Non-Available time	Reported as “Non-Available time” to the assigned work center
22	Administration and/or PCS processing (e.g., in/outprocessing, ID badge renewal, orientation, etc).	Assigned Military or Assigned Civilian	Non-Available time	Reported as “Non-Available time” to the assigned work center
23	Absent for medical and/or dental visits, treatment, SIQ, cure leave, on-the-job injury, family/maternity/sick leave	Assigned Military or Assigned Civilian	Non-Available time	Reported as “Non-Available time” to the assigned work center

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24	Unauthorized absence (UA), or Absent without leave (AWOL) 1 to 30 days or sentenced to confinement, suspension	Assigned Military or Assigned Civilian	Non-Available time	Reported as “Non-Available time” to the assigned work center
25	Off because of a holiday or approved organizational day off	Assigned Military or Assigned Civilian	Non-Available time	Reported as “Non-Available time” to the assigned work center